Position Title: Assistant Health and Conservation Agent

Department: Health and Conservation

Reports to: Health and Conservation Agent

Statement of Duties: The Assistant Health and Conservation Agent assists the Health and Conservation Agent in the administration of all department functions in accordance with the goals, guidelines and policies of the Department and applicable State laws and regulations. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Health and Conservation Agent, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve problems or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: The employee is not required to regularly supervise any department or Town employees.

Confidentiality: Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Accountability: The nature of work or the operation of large, complex or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment, danger to public safety and/or personal injury.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions in order to determine the appropriate actions to be taken within the limits of standard or accepted practices, rules, regulations or laws. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions. Employee is expected to weigh the efficiency of various actions and the relative priorities in conjunction with established goals and objectives. The employee is required to understand, interpret and apply applicable federal, state, or local regulations.
Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work. May be required to work beyond normal business hours to attend meetings and respond to emergencies.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts.

Nature and Purpose of Relationships: Contacts are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee on behalf of a department communicates departmental practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters where tact is required in order to attempt to avoid friction and to obtain cooperation.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in the loss of time from work. Examples of personal injury include but are not limited to exposure to extreme weather conditions, burns from chemicals, steam or fire, traffic, bio hazards, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots is required.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for the enforcement of state and local public health laws, rules and regulations; investigates and reports cases of diseases dangerous to public health and reports cases of environmental noncompliance to proper authorities.

Issues permits; develops inspection schedule for the review and monitoring of developments and the issuance of permits.
Witnesses and inspects installation of septic systems and performs soil evaluations. Supervises operations performed by professional engineers and sanitarians on deep test holes, percolation tests and soil evaluations.

Reviews plans for other boards/departments and makes reports as necessary. Reviews septic design plans for code requirements, assuring compliance and issuing permits, consults with engineers to suggest/support appropriate design, submits recommendations to Board of Health on variance approvals and conditions. When required.

Assists in the Title V inspection program, inspects facilities, writes reports and provides necessary follow-up.

Assists in Development and coordinates the provision of public health programs in the community.

Responds to a variety of public complaints regarding public health and environmental issues; investigate complaints of inadequate housing conditions.

Conducts food borne illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analysis to appropriate state and local departments or agencies.

Plans and conducts health and environmental investigations, including collecting bio-medical debris from coastal beaches and collects recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.

Inspects all food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results.

Coordinates testing program for municipal underground storage tanks.

Records and updates status of septic systems into computer; tracks compliance in accordance with Barnstable County

Oversees the annual household hazardous waste collection program.

Develops guidance and educational documents for Conservation Commission and consultants.

Conducts housing inspections to ensure property conforms with state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.

Serves as a public health educator, conducting food service seminars, swimming pool seminars,
Town of Wellfleet, Massachusetts  
Draft Job Description

and rabies awareness seminars in schools, lead paint poisoning regulations, Title V and housing regulations.

Carries out Emergency Operations Planning in accordance as required by the MA Department of Public Health.

Receives and responds to questions for information from the public, local officials, contractors, attorneys, home owners and land owners regarding department operating polices and application of local, state and/or federal laws and regulations.

Prepares department activity reports.

Prepares correspondence regarding compliance and enforcement issues.

Works with the Town Building Department to coordinate inspections.

Represents the Town on the Herring River Restoration and Mayo Creek Restoration Committees. When required.

Maintains public records; posts meetings, takes minutes, attends Committee meetings, represents the Town in courts as required; represents the Town at local, regional or state meetings.

Attends training workshops and seminars in order to maintain knowledge and expertise in relevant areas of public health, housing and environmental issues.

**Recommended Minimum Qualifications**

**Education and Experience:** Position requires a Bachelor's degree in Biology or a related field; a minimum of five to seven (5-7) years of experience in environmental management, or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirement:** Valid Class D Motor Vehicle Operator’s license. Specialized training in hydraulic soil recognition and wetlands delineation preferred. Serve Safe Certification and Pool Operator's License within one (1) year of appointment.

**Knowledge, Abilities and Skill**

Knowledge: Comprehensive knowledge of state and local environmental laws, including but not limited to, the regulations of the Massachusetts Division of Marine Fisheries, and the Wetlands Protection Act and Title V State Regulations. Working knowledge of local botany, geological processes, soil identification and conditions, and wildlife. Knowledge of Town shore line and other aquatic areas.
Abilities: Ability to enforce rules and regulations tactfully, firmly and impartially. Ability to conduct independent research and interpret results. Ability to identify plant types and soils. Ability to communicate effectively with property and home owners, Town officials, contractors and the general public. Ability to read and review site plans, topographical maps and architectural drawings. Ability handle confidential information.

Skills: Proficient written and oral communication skills; proficiency in the use of personal computers and office software such as word processing and spread sheet applications. Proficient customer service skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.*

Physical Skills: Work requires some agility and physical strength, in order to move in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. The work will often require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include using power tools, operating trucks, or climbing a ladder.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*